



Policy: 1101
Procedure: 1101.04
Chapter: Communications
Rule: Use of Cellular Telephones

Effective: 12/05/06
Replaces: 1101.04
Dated: 06/08/00

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) The Arizona Department of Juvenile Corrections (ADJC) shall structure the use of cellular telephones by agency staff to ensure their use in the most cost effective manner.

Rules:

1. The **DIRECTOR OR DESIGNEE** shall approve the issuance of all cellular telephones used by all designated ADJC positions.
2. **PERSONNEL** in the assigned positions shall use cellular telephones in the field only as necessary for the completion of their work duties. **PERSONNEL** shall:
 - a. Learn the proper operation and maintenance of the cellular telephone before use;
 - b. Acknowledge receipt of the cellular telephone via a Property Issuance form, Form 2103.11A,
 - c. Be responsible for the cellular telephone's care and maintenance;
 - d. When driving, utilize hands free equipment, i.e. speaker phone, ear phone set, whenever possible;
 - e. Use cellular telephones for ADJC business only;
 - f. Not send or receive personal phone calls unless specifically authorized by the employee's supervisor;
 - g. Reimburse the Department for all personal calls either made or received;
 - h. Reimburse:
 - i. All air time at the per minute plan rate;
 - ii. Any additional toll charges or fees at the rate shown on the invoice;
 - iii. For personal calls by submitting the amount to the Accounting Office within 30 days of receipt of the vendor invoice;
 - i. Keep phone calls brief and to the point to ensure the most cost effective use of the cellular telephone.
 - j. Use professional language on telephone calls at all times;
 - k. Use:
 - i. Cellular telephones for necessary calls only;
 - ii. Fixed-station telephones whenever practical;
 - iii. Cellular telephones for out-of-state phone calls only when necessary.
 - l. When cellular phone calls are terminated, press the "end" button immediately to prevent billing for additional air time;
 - m. When leaving cellular telephones unattended, place the unit in the "locked" position to prevent unauthorized use;
 - n. Do the following should a cellular phone become stolen or lost:
 - i. Notify the Inspections and Investigations Administrator at (602)542-5476;
 - ii. Report the loss immediately to the ADJC Central Office Procurement Section at 602-542-6681 and your respective business office;
 - iii. Fill out an Incident Report Form 1190.1A and distribute in accordance with procedure.
 - iv. Fill out a Purchase Requisition with the Incident Report (IR) attached, and turn it into your respective business office;
 - v. Fill out a Property Loss Report Form 1101.04A and turn it into the ADJC Loss Prevention Coordinator;

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- vi. If the loss of the phone is due to employee negligence, the employee shall pay for replacement of the equipment.
- 3. **EVERY ACCOUNTING SECTION** shall provide each cost center manager copies of all cellular phone invoices billed to the cost center. The **COST CENTER MANAGER, OR DESIGNEE**, shall distribute the cellular phone invoices to employees.
 - a. **EACH EMPLOYEE** shall:
 - i. Verify the accuracy of his/her cellular phone invoice each month;
 - ii. Indicate on the invoice all calls that were incorrectly billed to the cellular phone.
 - b. After verifying the accuracy of the invoice, **EMPLOYEES** shall sign the invoice and return it to the cost center manager, or designee.
 - c. The **COST CENTER MANAGER OR DESIGNEE** shall forward all signed invoices to his/her Accounting Section along with any applicable reimbursement

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/05/2006	Patti Cordova		